



City of Austin - JOB DESCRIPTION



Aviation Planning Coordinator

FLSA:	Standard/Exempt	EEO Category:	(20) Professionals
Class Code:	12120	Salary Grade:	VD6
Approved:		Last Revised:	May 22, 2009

Purpose:

Under general direction, develop, plan, coordinate, and implement activities associated with the maintenance, construction, and operational needs of the Austin-Bergstrom International Airport.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

- Assist in the administration of goals and objectives for assigned divisions, airlines, airport tenants, and contractors
- Develop procedures associated with the EAM/CMMS (Enterprise asset management/ Computerized Maintenance Management Software)
- Evaluate programs/tasks to ensure compliance with Federal, State, and local regulations
- Develop and conduct ongoing training for Aviation employees as it relates to the EAM/CMMS systems
- Work with Aviation divisions, other city departments, airlines, airport tenants, and contractors to schedule, plan, and implement maintenance and repairs to the airport facilities.
- Conduct periodic inspections to determine maintenance needs and plans for assets.
- Collaborate with division managers to coordinate maintenance activities, construction projects, preventative maintenance, and escorts with assigned work groups.
- Calculate figures and compile data and information for reports, cost estimates, etc.
- Gather information, collaborate with appropriate management and staff to develop job plans, and introduce new assets to include in EAM/CMMS programs/systems
- Coordinate with warehouse personnel to ensure all parts are available for maintenance tasks.
- Respond to service requests
- Record data on appropriate forms; ensure integrity of information entered into EAM/CMMS systems
- Coordinate moves with terminal outlying buildings
- Collaborate with OPSEC to coordinate security requirements / escorts related to maintenance and/or construction projects.
- Maintain EAM/CMMS programs to include opening/closing of work requests, contacting customers, etc.

Responsibilities - Supervisor and/or Leadership Exercised:

- May provide leadership, work assignments, training, and guidance to others

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Knowledge of airport maintenance and operational requirements
- Knowledge of current principals and practices of planning and program implementation
- Knowledge of EAM/CMMS programs
- Knowledge of monitoring contracts and/or vendors
- Skill in utilizing various software programs
- Skill in coordination of multiple projects across multiple trades and divisions
- Skill in utilizing time management skills
- Skill in communicating both verbally and in writing
- Skill in planning, organizing, and monitoring work assignments to include others' work
- Skill in facilitating diverse groups, meetings, and discussions
- Ability to bend, lift, walk, carry or use a force equal to lifting 20 pounds
- Ability to demonstrate effective leadership skills
- Ability to maintain working relationships with co-workers, management, internal and external customers, other city departments, etc.

Minimum Qualifications:

- Graduation from an accredited four-year college or university, plus three (3) years of related work experience in a field related to maintenance, construction, project management, facilities coordination, or related field.
- One year of related work experience may substitute for one year of the required education up to a maximum of four years.

Licenses and Certifications Required:

- None
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This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.